

FEES

Photocopies: \$.15 a page
Scanned Copies: \$.10 a page

**Visit our website for other fees related
to Public Records Act requests.
(Reference RCW 42.56.120)*

KC Sheriff's Office Contract Partners

King County International Airport
Town of Beaux Arts
City of Burien
City of Carnation
City of Covington
City of Kenmore
City of Maple Valley
King County Metro
Muckleshoot Indian Tribe
City of Newcastle
City of Sammamish
City of SeaTac
City of Shoreline
Town of Skykomish
Sound Transit
City of Woodinville

If you don't live in unincorporated King County and your city isn't listed, you may visit the following to find out what agency you need to contact for records requests:

<http://gismaps.kingcounty.gov/parcelviewer2/>

Records Requests Quick Reference

Traffic Collision Reports (stand-alone accident reports)

Request reports at:
www.wsp.wa.gov/publications/collision.htm
WSP Technical Help:
Phone: 360-570-2355
Email: collisionrecords@wsp.wa.gov

King County Sheriff Records
(Incident Report, Statements, 911 calls, etc.)
Phone: 206-263-2626
Email: kcsorecs@kingcounty.gov
www.kingcounty.gov/sheriff

Questions?

Contact the Public Disclosure Unit
Phone: 206-263-2103
Email: KCSODisclosure@kingcounty.gov

Public Records Officer: Kimberly Petty

Brochure Update: 07/26/2017

Public Records Requests



Responding to Records Requests

Within **five (5)** business days (excluding holidays) after receiving your request, we will:

- Provide the record(s); **OR**
- Acknowledge your request and give you a reasonable estimate of how long it will take to respond; **OR**
- Deny the request in writing, stating the reasons for the denial (this could also include a denial of part of your request and a granting of the remainder).

Once the records have been collected, we will notify you of any copying charges. Visit our website to for a list of fees associated to Public Records Act requests. We may require a 10 percent deposit. Any records or portion of records that are exempt from disclosure will be withheld or redacted. We will specify the exemption that applies to anything withheld or redacted.

Requesting ACCIDENT Reports

If you were involved in an accident you may request the Traffic Collision Report from the Washington State Patrol at:

www.wsp.wa.gov/publications/collision.htm

Questions? Contact WSP at:

Phone: 360-570-2355

Email: collisionrecords@wsp.wa.gov

If you are seeking investigative records—or any other case related documents (incident report, statements, 911 calls, photos, etc.) you may make your request online at: www.kingcounty.gov/sheriff—Select “*Make Your Request Now*”

Inspecting Records

In addition to records being made available as copies, you may elect to inspect a record at *no charge*. The public disclosure process applies whether the records request is for copies or inspection.

Locations & Times

The best way to make a records request 24 hours a day, 7 days a week, is on our web-site: www.kingcounty.gov/sheriff . Select “*Make Your Request Now*”

Otherwise, records requests to the Records and Public Disclosure Units are also accepted in writing, by calling, via fax or asking for the records in person using the request form. Please be sure you submit a detailed description of your request.

King County Sheriff's Office
ATTN: **Records Unit**
King County Courthouse
516 3rd Avenue, Room W-150
Seattle, WA 98104
KCSORecs@kingcounty.gov

Phone: 206-263-2626
Fax: 206-205-8286
Hours: 8:30 AM – 4:30 PM
Closed weekends & holidays